



Travel Tips for Advisory Committee Members

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- DOE will pay travel costs for committee members
 - Airline tickets will be paid directly by DOE
 - You will be reimbursed for your hotel, non-airline transportation, meals and incidentals
- Alternately participants can pay their own travel arrangements
 - Appropriate if you will be combining committee and personal travel
 - *Note: Government airline tickets are refundable, but the Government will not reimburse you for loss of a non-refundable ticket if a meeting must be cancelled or you can not travel*
- The DOE Travel Coordinator will assist you in making your travel plans and submitting your voucher for reimbursement

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U.S. Department of Energy

Office of Oil and Natural Gas, FE-30

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- Federal travel rules apply

- **Airlines: Government uses contract carriers – set fares for city pairs**
 - Government tickets are refundable
 - Contract carrier rates only available if DOE books the ticket
 - Web site: <http://apps.fas.gsa.gov/citypairs/search/>
- **Per-diem rate based on meeting location**
 - Includes: 1) limit for hotel/lodging and 2) limit for food and beverages, tips, incidentals
 - Meals provided by DOE must be reported and per diem reduced
 - First and last day of travel assessed at 75% of per diem rate
 - Per-diem list at: <http://www.gsa.gov/portal/category/100120>
- **Hotel – state tax exemption may be available**
- **Travel to and from airports may be by taxi, shuttle, rental car (if cost is reasonable) or personal vehicle (rate: \$0.50/mile)**
- **Airport and hotel parking fees must be justified**
- **Receipts required for lodging and all non-food expenses over \$75 (each)**

Prior to booking travel you will be asked to fill out a direct deposit form. Please return it to Dominique Wells via FedEx using DOE's account number.

- **Personal information added to DOE travel database before your first trip: Complete and return the Travel Preference Worksheet**
- **DOE will make your airline reservations based on your preferences**
 - **DOE will pay for your airline ticket if booked through the Government**
- **Each traveler is responsible for making their own hotel reservations and paying the bill**
- **Send all receipts to Dominique Wells, the Travel Coordinator within 5 days**
 - **Fax a copy and send the originals by mail**
- **Travel coordinator will prepare a voucher and send it to you for your signature**
 - **Send fax or scan to the DOE travel coordinator and mail the original to her**
- **Once your voucher is signed the DOE will issue direct deposit into your bank account**

- The DOE reimbursement will be limited to either the cost of the ticket or the Government contract fare, whichever is less
 - The Travel Coordinator will provide information on the contract fare amount, if needed.
- U.S. Flag Air Carriers must be used, if available
 - U.S. carrier code-share flights are allowed
- The traveler will be required to complete and sign the “Request for Approval of Cash Purchase of Transportation in Excess of \$100” form, and provide receipt of purchase.
 - This form must be signed by both the traveler and the Designated Federal Officer
 - This form must be submitted, by the Travel Coordinator, to the DOE Policy Office for approval prior to the travel. [*Note this pre-approval form is a new DOE policy*]

- **If you live within 50 miles of the meeting location you are not eligible for hotel and per diem**
 - **You will be reimbursed for mileage greater than your usual commute: Government rate is \$0.50 per mile**
 - **You will not receive a meal allowance unless the meeting is longer than 12 hours**
 - **You will not be reimbursed for meals provided by DOE during the meeting**
 - **You are not eligible for hotel costs**

Questions?



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